

E-RATE FAMILY INCOME SURVEY INFORMATION

As you prepare for enrollment for the 2004-2005 school year you may want to include an E-rate family income survey in your paperwork. We want to ensure that your school's E-rate discount accurately reflects the income levels of your student population. Normally, the count that the Schools & Libraries Division uses is based on the information you send to the State Department of Education as of October 30 of the program year. This is based on students who actually participate in the program. However, the E-rate program allows you to include all students who are eligible for free & reduced lunch programs whether or not they actually participate.

The enclosed Family Survey letter can be included in your enrollment process to determine income eligibility for your E-rate funding for FY 2005 (Program year 8). Please consider using this survey to get a better count of your students who are eligible for free and reduced lunch programs.

If you decide to use the survey, you will need to tally the results for each eligible site (i.e. ES, MS, HS)--extrapolation is not allowed by SLD. Send the summary tally sheets to us when they are completed. We will then submit the summary pages along with your Form 471 for E-Rate FY 2005 (7/1/05-6/30/06). ***You will need to keep the individual surveys and related documentation for 5 years.***

SLD Guidelines:

If a school chooses to do a survey, the following guidelines apply:

- a. The survey must be sent to all families whose children attend the school.
- b. The survey must attain a return rate of at least 50%.
- c. The survey must, at a minimum, contain the following information:
 - o Address of family
 - o Grade level of each child
 - o Size of the family
 - o Income level of the parents
- d. The survey must assure confidentiality. (The names of the families are not required.)

If a school has sent a questionnaire to all of its families, and if it receives a return rate of at least 50 percent of those questionnaires, it may use that data to project the percentage of eligibility for E-rate purposes for all students in the school. For example, a school with 100 students sent a questionnaire to the 100 homes of those students, and 75 of those families returned the questionnaire. The school finds that the incomes of 25 of those 75 families are at or below the IEG for NSLP. Consequently, 33 percent of the students from those families are eligible for E-rate purposes. The school may then project from that sample to conclude that 33 percent of the total enrollment, or 33 of the 100 students in the school, are eligible for E-rate purposes.

Dear Parents/Guardians,

You may know that our school district has participated in a program known as E-Rate for the past several years. E-Rate (Educational-rate discount) is the common name for the Universal Service Fund (USF) for schools and libraries and provides discounts to schools and libraries across the country to ensure that we receive affordable access to certain universal services.

Our school has received substantial discounts on local and long distance telephone service, Internet access, and the internal connections to build and maintain computer networks that are connected to the Internet. **We are now entering the eighth year of the program and we need your help.**

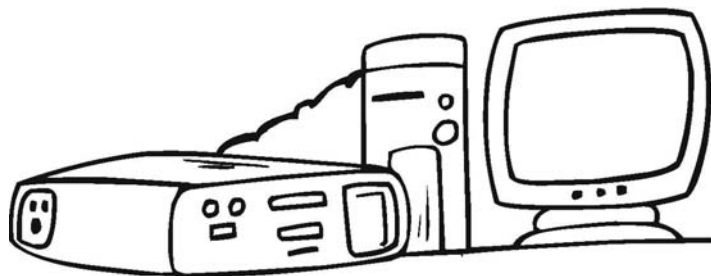
The level of discounts our school district and community libraries receive is determined by the income level of the families of our students. **These savings help improve communication and educational opportunities for our children at our school sites, and save the district and taxpayers a substantial amount of money.**

You can greatly assist your local schools and libraries in qualifying for the largest discount available by providing us with some very general information. Please take a minute to fill out and return the attached form.

This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.
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We need everyone to return this survey - not just those families that fall within the income levels described - in order for the survey to be considered valid.

Thank you for your participation in helping us stretch our resources to best serve all students. If you have any questions, please call the school office.



E-Rate Family Survey - 2004/2005 School Year¹

Please complete and return the survey below. **Important:** Even if your income does not meet these Income Eligibility Guidelines, you must return the survey in order for the district's survey to be considered a valid measure. (Please Print)

Street Address _____

City _____ State _____ Zip _____

1. Find your family and annual gross income level on the chart below and circle the number of people in your family, including all children

Household Size (Adults & Children)	Est. Annual Income (As Reported to IRS)	Monthly Income	Weekly Income
1	\$17,224	\$ 1,436	\$332
2	23,107	1,926	445
3	28,990	2,416	558
4	34,873	2,907	671
5	40,756	3,397	784
6	46,639	3,887	897
7	52,522	4,377	1,011
8	58,405	4,868	1,124
Each add'l family member add:	5,883	491	114

Is your income equal to or less than any of the amounts listed next to the number you circled?

Yes _____ No _____

Is your family eligible for food stamps?

Yes _____ No _____

Is your family receiving Temporary Assistance for Needy Families (TANF)?

Yes _____ No _____

Does your family qualify for medical assistance under Medicaid?

Yes _____ No _____

Is your family receiving Supplementary Security Income (SSI)?

Yes _____ No _____

Does your family receive housing assistance (section 8)?

Yes _____ No _____

Does your family receive home energy assistance (LIHEAP)?

Yes _____ No _____

2. Please list all students in your household that attend school. (Enter the grade they will be entering in Fall, 2004)

Name	Grade	School

3. Certification: I certify that the above information is, to the best of my knowledge, true and complete. Signed: _____ Date: _____

¹Income Eligibility Guidelines for Reduced Priced Meals. July 1, 2004-June 30, 2005
(<http://www.fns.usda.gov/cnd/governance/notices/iegs/IEGs04-05.pdf>)